



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

January 31, 2014

Yvonne Lindsey
1105 Pine Street
Iowa City, Iowa 52240

Dear Yvonne,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the (text field) compliance check of your Level (Text field), Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: I observed you did not have a safety barrier on the stairway from the basement. You had four children in the basement three of which are not able to negotiate steps independently (two aged 2 yr. old and one 9 month old). You have a number of noncompliance issues identified on the spot check list.

How to correct: Make sure the safety barrier is up at the bottom of the stairway when children under the age of three are in your care. Correct all items listed as out of compliance in this letter by the time we do our follow up visit on March 11, 2014.

☐ 110.5(1) a- Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Reason determined out of compliance: You did not have these numbers accessible by the phone.

How to correct: Add these to the posted emergency numbers information you have posted.

☐ 110.5(1) c- First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1) c- The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Reason determined out of compliance: You did not have any first-aid kit or supplies available for use in the event of a child needing first-aid for a minor injury or trauma while in your care.

How to correct: Obtain the needed first-aid supplies necessary to treat minor injuries or trauma. I have enclosed a list of items you will need.

☐ 110.5(1) d- Medicines are given only with written authorization from the doctor or parent.

Reason determined out of compliance: You stated you had a walk-in child you provided care for and gave him medicine without written authorization from the parents to do so.

How to correct: You must have written authorization from the parents of any child in your care to give them medicine- prescription and non-prescription. I have enclosed a form you can use for this.

☐ 110.5(1) e- All accessible electrical outlets are safely capped.

Reason determined out of compliance: I observed three electrical outlets without caps in the bedroom used for napping.

How to correct: You need to place a safety cap on these outlets as soon as possible.

☐ 110.5(1) g- Safety barriers are at stairways and doors as needed.

Reason determined out of compliance: I observed children in the basement without a safety barrier at the stairway. The children were aged two years, two years and 9 months and cannot negotiate steps independently.

How to correct: Make sure the safety barrier is up at the bottom of the stairway when children under the age of three are in your care.

☐ 110.5(1) j- Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Reason determined out of compliance: I observed your emergency and disaster plans and they do not have a written plan to go with the map of the evacuation routes. You did not have one posted at the front door exit.

How to correct: You can use the form I left with you to write a plan to go with the evacuation routes you have mapped and place one at both the exits from your home.

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance:

☐ 110.5(1) m- Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Reason determined out of compliance: I observed you had one 2 A 10 BC rated fire extinguisher in the basement but not one on the main floor which is also used for child care.

How to correct: Acquire a second 2A 10BC rated fire extinguisher and place it in a visible and readily accessible place on the main floor of your home.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you test the batteries in you smoke detectors monthly.

How to correct: Using the form I left with you record the dates you test the smoke detectors batteries.

☐ 110.5(1) o- Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Reason determined out of compliance: You did not have a No Smoking sign posted at the front door entrance to your home.

How to correct: Place a No Smoking sign at the front door entrance.

☐ 110.5(1) p- Children under the age of one year are placed on their backs for sleeping unless otherwise authorized in writing by a physician.

Reason determined out of compliance: You stated you have been having the 9 month old in your care sleep in his car seat for napping.

How to correct: You must not use a car seat for sleeping as a child needs to be on their back if they are under the age of one year.

☐ 110.5(1) u- The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

☐ 110.5(1) v- The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: You stated you do not have a written policy for either of these.

How to correct: Using the information sheets I left with you as a guide write your policies for mildly ill children and health-related emergencies.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: You did not have this information available for review on any household members.

How to correct: Have a physical dated within the past two years and your immunization records available for review for the follow up visit on March 11, 2014. Another option would be to have a physical done before then and get the doctor to complete and sign the Physical form for Child Care providers I gave you.

☐ 110.5(2) b- Certificates or training verification documentation for:

☐ 110.5(2) b- Within the first three months of registration:

☐ 110.5(2) b- Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Reason determined out of compliance: You did not have a certificate available showing you have completed this training.

How to correct: You can find your certificate and have it to show me when we get together on March 11, 2014. If you are unable to find your certificate or if it has expired you will need to take this training. It can be taken on the following website:

WHAT: Mandatory Child Abuse Reporter Training for Child Care Providers

WHERE: On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number

☐ 110.5(2) b- Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: Your certification for this has expired.

How to correct: You stated you are enrolled to complete these trainings on February 1, 2014.

☐ 110.5(2) b- During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

Reason determined out of compliance: Your registered is due for renewal April 30, 2014 and you stated you do not have trainings done.

How to correct: You can call 4 C's or Child Care Resource and Referral (866/324-3236 for a list of trainings in your area. Complete the 24 hours of training required for your renewal by April 30, 2014.

☐ 110.5(4) -The certificate of registration is displayed in a conspicuous place.

Reason determined out of compliance: Your certificate of registration was not posted.

How to correct: Post your registration certificate in a conspicuous spot so people coming into your home know you are a registered child care provider.

☐ 110.5(8) Children's Files

☐ 110.5(8)- An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Reason determined out of compliance: I did not find this information for any of the children in your care.

How to correct: You can get this information by having the parents of these children complete and sign the Child Intake Sheet I left with you.

☐ 110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Reason determined out of compliance: I did not find this information for any of the children in your care.

How to correct: You can get this information by having the parents of these children complete and sign the Child Intake Sheet I left with you.

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

Reason determined out of compliance: I did not find this information for any of the children in your care.

How to correct: You can get this information by having the parents complete and sign the Emergency Medical Authorization form I left with you.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find this information for any of the children in your care.

How to correct: When a child starts in your care make sure you get a physical dated within the past 12 months and a comprehensive health history. On the Child Intake form there is a section for health issues and special needs. I advise you make sure a parent writes down any special needs or health history information pertinent to the care you provide for that child. If a child's parent says there are no special health issues get that in writing.

☐ 110.5(8) d- For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Reason determined out of compliance: I did not find this information for the school aged child in your care.

How to correct: Whenever a school aged child begins in your care you need to have the parents provide you with a health statement their child is in good health and free of any communicable and infectious diseases. I have enclosed a form you can use to meet this requirement.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information for child S and their sibling whose name you did not know.

How to correct: You need to have the parents give you a copy of a physical for these children that is dated within the past 12 months.

☐ 110.5(8) e- For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Reason determined out of compliance: I did not find this information for the school aged child in your care.

How to correct: I have enclosed a form you can have the parents complete and sign to meet this requirement.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: I did not find this information for child S and their sibling whose name you did not know.

How to correct: On the Child Intake Sheet there is a section the parent can fill out listing any persons they authorize to pick up their child.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information for child S and their sibling whose name you did not know.

How to correct: Get a copy of these children's Dept. Public Health Immunization Certificate. The parents can get this from their doctor's office.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(3) Facility requirements:

☐ 110.9(3) c- If the second story or basement are used for childcare, other than the use of a restroom, there is, in addition to one inside stairway, at least one direct exit to the outside.

Reason determined out of compliance: I observed you providing child care in the basement of your home. You do not have a second exit in addition to the stairway to the main floor.

How to correct: You signed an agreement not to provide care to more than six children at any one time. You agreed to change to a Category A provider as soon as possible. I have enclosed an application for you to complete and send into the Centralizes Unit to make the change to a Category A.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on March 11, 2014 at 1:00 p.m.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free at 319/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).